

KILLINGWORTH ELEMENTARY SCHOOL

PLEASE READ CAREFULLY

In order to keep our school in the best possible condition for our students, we would appreciate it if all organizations would respect the KES community by abiding by the following:

- 1) No juice or soda is allowed in the rooms after school (to keep the rugs clean and “pest” free).
- 2) All children must be with an adult in charge of the activity **at all times** in the room assigned to the group. This includes any siblings that may not necessarily be part of the group but are in the room.
- 3) Please do not use school items or supplies without permission (i.e. computer, classroom supplies, art room supplies, etc.)
- 4) No instruments, including the piano, are to be touched.
- 5) When using school tables, please take care not to cut into them or mark or stain them.
- 6) The adult in charge of the group is responsible for making sure the room is returned to original condition (i.e. chair & table placement, tables wiped, floor cleaned, trash in waste basket)
- 7) Please remember that all school activities have preference over non-school activities. Even though a space has been “reserved” for your group, there are times during the year when a school activity will take place in that space. Some non-school groups “reserve” the rooms for the year at the beginning of the year; school activities are not all scheduled early in the year. For groups using the fields – there are some school events that require the use of all of the parking spaces and therefore those groups will not be able to have their activities on those days (ie Curriculum Night, Art Show & Ice Cream Social, Gr. 4 Moving-Up ceremony, etc.)

Signature of person responsible for room _____

Date _____

Please return this form with the Application for Use of School Facilities